

PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT

OPEN TO: All Interested Candidates
POSITION: Peace Corps Medical Officer
OPENING DATE: 19 September 2011
CLOSING DATE: 7 October 2011
START DATE: Early 2012
WORK HOURS: Part-time, 20 hours per week, plus on call responsibilities

The United States Peace Corps seeks a Medical Doctor, or a Western-trained Nurse Practitioner or Physician Assistant to serve as a contracted Peace Corps Medical Officer (PCMO) based in Sierra Leone. The PCMO will provide health care to U.S. Peace Corps Volunteers in Sierra Leone and will work under the supervision of the Peace Corps Country Co-Directors in Sierra Leone and the Peace Corps Office of Medical Services in Washington DC.

Duties include:

- Routine primary health care to Peace Corps Trainees and Volunteers including treatment of common illnesses and injuries in accordance with Peace Corps medical guidelines
- Individual short-term counseling on disease prevention, adjustment issues, stress management and cross-cultural problems
- Response to emergency medical situations
- Member of Senior Peace Corps staff in Sierra Leone
- Design and presentation of health training sessions
- Site visits to Peace Corps Volunteers throughout Sierra Leone
- Administrative tasks of the medical office including budget management
- Inventory of medical supplies and equipment
- Alternate on call duty with the other PCMO

Qualifications and Requirements:

- Graduate of accredited school

MDs must be a graduate of a school listed in this link, Foundation for Advancement of International Medical Education and Research (University of Sierra Leone is listed)

<http://www.faimer.org/resources/imed.html>

- Current license to practice
- At least 3 years experience in a professional practice, hospital or clinic setting
- Ability to communicate effectively in oral /written English.
- Experience in managing mental health issues including counseling of patients
- Experience in training design and presentation of health related material
- Working knowledge of Microsoft Word, Excel, Access, Outlook
- Ability to work effectively as part of an intercultural team
- Hardworking, reliable and diligent with good inter-personal skills
- Willing to travel to sites in Sierra Leone
- Ability to work with minimal supervision

Interested applicants for this position must submit the following or the application will not be considered:

1. A completed PCMO Application form, a completed PCMO applicant skills survey and a completed Privileging form. A copy of these forms may be obtained from

Peace Corps Sierra Leone, Main Reception, 34 Old Railway Line, Signal Hill,
Wilberforce, Freetown. Phone – 078-200-900

2. A resume or C.V. that includes:
 - Professional positions held, identifying duties, responsibilities, dates of employment and reason for leaving
 - Education and training, identifying universities attended, dates of attendance, degrees and diplomas.
 - Professional licenses, certificates, registrations
 - An accounting for periods of unemployment longer than three months
3. Three professional medical references, with at least two being from medical colleagues who have directly observed the applicant in a clinical setting. One reference must also be from the current employer.
4. Clinical privilege form: The applicant must complete this request for privileges depending on their professional qualifications. (A copy of the privilege form may be obtained from the Peace Corps Sierra Leone main reception).
5. Photocopies of:
 - Academic diplomas.** Please note, in addition to a copy of the academic diploma, the applicant must submit an official academic transcript and curriculum.
 - Professional licenses.** If the license does not have an expiration date, written confirmation must be submitted directly from the issuing authority.
 - Certificates** of all post graduate training, internships, residencies, fellowships
 - Professional registrations**
6. A cover letter
7. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
8. The candidate should also provide the following:
 - a. Date of birth
 - b. Place of birth
 - c. Citizenship
 - d. Passport number
 - e. Passport issue date
 - f. Passport expiration date

All documents must be in English with official translation.

SUBMIT APPLICATION TO

Peace Corps Sierra Leone
Attention: Administrative Officer

The United States Peace Corps is an Equal Opportunity Employer.